



**Independent Audit and Performance Commission
Purchase Card (pCard) Subcommittee
Tuesday, January 24, 2020, 3:00 PM
Economic Initiatives Conference Room
City Hall, 5th Floor West, 255 W Alameda St
Tucson, Arizona 85701**

Legal Action Report

1. Call to Order/Roll Call: 3:06 PM

COMMISSION MEMBERS PRESENT: Dennis Woodrich, Subcommittee Chairperson (Ward 1); Brian Andrews (Ward 4)

A quorum was established.

COMMISSION MEMBERS ABSENT/EXCUSED: None

COMMISSION MEMBERS LATE: Lydia Hunter (Ward 3) arrived at 3:12 p.m.

STAFF MEMBERS: Jenise Martin, pCard Coordinator; Jennifer Sanker, pCard Coordinator; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-voting)

2. Approval of the January 14, 2020 IAPC pCard Subcommittee Meeting Minutes

It was moved by Commissioner Andrews, duly seconded and carried by a voice vote of 2 to 0, to accept the minutes as published. Commissioner Hunter was not present for the vote.

3. Approval of the Revised December 13, 2019 IAPC pCard Subcommittee Meeting Minutes

It was moved by Commissioner Andrews, duly seconded and carried by a voice vote of 2 to 0, to accept the minutes as published. Commissioner Hunter was not present for the vote.

4. Discussion and Review of the City's pCard Program

Subcommittee Chairperson Woodrich led a discussion about the City's pCard program and the commissioners began work on a draft report. Ms. Martin, Ms. Sanker, Mr. Kulze, and Mr. Williams fielded and answered questions. No action was taken.

(A recess was taken at 4:27 p.m. Subcommittee Chairperson Woodrich called the meeting to order at 4:29 p.m., with a quorum of all three subcommittee members present.)

5. Call to the Audience

There was no audience.

6. Future Agenda Items

Discussion and review of the City's pCard Program, including the discussion and editing of a draft report.

7. Adjournment: 5:00 PM

The next meeting of the IAPC pCard Subcommittee will be held on Friday, February 7, 2020, at 3:00 p.m. in the Economic Initiatives Conference Room, City Hall, 5th Floor West, 255 West Alameda, Tucson, Arizona.